

Enclosure B

2002-2003 Renewal FAFSA Process Changes

RENEWAL FAFSA PROCEDURE CHANGES	
Change	Specifics
Schools will no longer have the option to request that the CPS print Renewal FAFSAs and mail them to the school for distribution to students.	Because of the limited number of schools requesting that CPS print and mail paper Renewal FAFSAs to them for distribution to students, we have eliminated the RAD Request and bulk mailing options.
Schools can no longer request an electronic file of student Renewal FAFSA data (known as the RAD data file). Financial aid software developers will no longer need to create EDE Renewal FAFSA software or functionality.	<p>Due to the low volume of electronic Renewal FAFSAs submitted by schools, the CPS will no longer send electronic RAD files to schools.</p> <p>We have also eliminated the Renewal FAFSA functionality in EDEExpress and will not develop a 2002-2003 version of the stand-alone Renewal Application software.</p> <p>Schools will have the option to use FAA Access on the Web to request that we send PIN mailers instead of applications to their students.</p> <p>PIN mailers can be requested using the following options:</p> <ul style="list-style-type: none">1 - All records for all schools2 - Selected individual records3 - All records for selected schools4 - All records with specified grade level(s) <p>The priority printing and mailing order for PINs will be school-requested PINs, followed by PINs to eligible students.</p>

RENEWAL FAFSA PROCEDURE CHANGES (Continued)	
Change	Specifics
Schools will receive an electronic file that lists all applicants eligible for a Renewal FAFSA who listed their school code. This file will identify if the student received a paper Renewal or a PIN mailer.	<p>We will send a flat ASCII file once in early November at the end of the PIN mailer request process. This file can be imported and read without special software. The current RADD03OP message class will be used for this file.</p> <p>The student's mailing address and e-mail address will be included in the file. Each school file will include all applicants who have listed that school code in any of the six school choice fields.</p>
The student's e-mail address field will be included with the Renewal FAFSA on the Web.	<p>If the student provided an e-mail address in 2001-2002, it will be displayed.</p> <p>Note: Students can correct the e-mail address field via Corrections on the Web or electronically through the school. The e-mail address cannot be corrected on paper SARs.</p>

Renewal FAFSA Eligibility Criteria

The CPS will create the 2002-2003 Renewal Application (RAPP) database from 2001-2002 applicants during the first week of October 2001. The creation process selects the most current valid 2001-2002 CPS transaction for each student. This transaction would be the most current one not rejected and did not result from a dependency override or professional judgement correction.

A RAPP record will be produced from the selected transaction, and the student will be eligible to file a 2002-2003 Renewal FAFSA, if the selected transaction also meets all the following conditions:

- The transaction has a deliverable address within U.S. territories (non-foreign);
- The transaction does not have a duplicate current SSN (*i.e.*, the same current SSN as another student on file with the CPS for 2001-2002);
- The transaction does not contain an NSLDS match flag indicating the student is in default or owes an overpayment on a Title IV grant or loan; and
- The student is not on the Drug Abuse and/or Verification Hold File.